Chapter 3—Other Stakeholders’ Duties

Everyone involved in the special inspection process has a responsibility to perform their agreed-upon duties correctly and in a timely fashion during the project. In order for the special inspection program to run smoothly, all parties must perform their duties as required and must work cooperatively. Communication between all parties is an essential element to the special inspection process.

Alone, a statement of special inspections does not ensure consensus regarding the scope of work and duties of the special inspector. A signed Special Inspection Agreement form verifies that consensus has been reached on the specific processes and frequency of special inspection tasks. An example of the form is available in Appendix B, Section B.4.1.

Duties and Responsibilities of the Project Owner

Building owners understand that they have a role to play in the construction administration and quality assurance practiced for the project. By hiring experienced, qualified design professionals, construction contractors and special inspection agencies, the owner affects construction.

The project owner, the design professional in responsible charge or an agent of the owner is responsible for funding special inspection services.

The project owner supplies funds, approves the design and employs all who work on a project. Ultimately, their vision drives the project. The owner or an agent of the owner hires the special inspector. When choosing special inspectors or special inspection agencies, the owner or designee should consider:

- Project size and complexity—experience with similar projects.
- Inspection staffing—sufficient qualified inspectors.
- Site location—proximity of inspection and testing facilities.
- Off-site inspection—capabilities for inspection at remote locations.
Duties and Responsibilities of the Registered Design Professional in Responsible Charge

The registered design professional (RDP) in responsible charge, an engineer or architect prepares the statement of special inspections, which is submitted with the permit application. Requirements for the statement of special inspections are located in IBC Sections 1704.2.3 and 1704.3. Section 1704.2.3 specifies the statement as part of the construction documents required to obtain a building permit.

Section 1704.3 describes when the statement of special inspections is required to be completed and contains an exception allowing certain statements to be prepared by someone other than a registered design professional (engineer or architect).

The statement of special inspections is to be submitted with the construction documents. Section 107.1 details the documents required for submittal.

The registered design professional in responsible charge also responds to reports of uncorrected discrepancies from the special inspector and approves remedial measures. The RDP submits to the building official and the special inspector written approval of any verbally approved deviations from the approved plans. The revised plans are also submitted for building official approval in accordance with Section 107.4.
The RDP is ultimately responsible for the special inspection program and has the following duties and responsibilities:

- Identifies special inspection requirements.
- Develops the special inspection program and prepares the statement of special inspections.
- Takes part in the submittal of documents.
- Conducts a preconstruction meeting.
- Outlines the duties of the special inspector.
- Makes periodic site visits as part of the structural observation program.
- Specifies tests and testing procedures.
- Reviews special inspection reports.
- Documents plan revisions to be submitted to the building official.
- Designates an “alternative” registered design professional.

The RDP is also a signatory of the Special Inspections Agreement and of any subsequent agreements affecting the work of special inspection on the project.

In some cases, the registered design professional may also serve as the special inspector per Section 1704.2.1. In order to serve as special inspector, the RDP must have practical experience in the construction to be inspected. In some cases the required inspection is for a new method or material that is still in the prototype or early production phase, in other cases, the engineer or architect has previous construction experience with the specific material or method of construction.
**Duties and Responsibilities of the Contractor**

Each contractor responsible for construction of the wind- or seismic-force-resisting systems and components listed in the statement of special inspections is required to submit a written statement of responsibility to the building official and the owner prior to any work on the system or component. IBC Section 1704.4 defines the duties and responsibilities of the contractor.

1704.4 Contractor responsibility. Each contractor responsible for the construction of a main wind- or seismic force-resisting system, designated seismic system or a wind- or seismic-resisting component listed in the statement of special inspections shall submit a written statement of responsibility to the building official and the owner prior to the commencement of work on the system or component. The contractor’s statement of responsibility shall contain acknowledgement of awareness of the special requirements contained in the statement of special inspection.

The contractor is responsible for coordinating with special inspectors, the building official and the registered design professional. Although the code does not require a preconstruction meeting, for projects with a statement of special inspections, the meeting is commonly scheduled to review the unique aspects of the project and verify attendees’ understanding of the project requirements. Typically, the contractor schedules and the registered design professional in responsible charge conducts the meeting. Some jurisdictions require a preconstruction meeting if a project requires special inspections.

Lastly, the contractor coordinates the on-site special inspection activities.
CONTRACTOR STATEMENT OF RESPONSIBILITY

Project: __________________________ Permit #: __________________________
Project Address: __________________________ Contractor: __________________________

Description of system or component included in Statement of Special Inspection:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Procedure for exercising control:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Supervisor of quality control:
Name __________________________ Job Title __________________________
Qualifications __________________________

Reporting Method: __________________________ Frequency of reporting: __________________________
Report Distribution List: __________________________ __________________________
                                                                                     __________________________

I hereby acknowledge that I have received and read Statement of Special Inspection, and understand my responsibilities in maintaining control of construction of those systems and elements listed in the statement. I acknowledge that control will be exercised to obtain conformance with the approved construction documents.

Signature __________________________ Date __________________________
Printed Name __________________________ Position __________________________

FIGURE 3.1: Contractor Statement of Responsibility Form
The contractor’s Statement of Responsibility contains the following:

1. Acknowledgement of awareness of the special requirements pertaining to construction of a main wind- or seismic-force-resisting system, designated seismic system or a wind- or seismic-resisting component contained in the statement of special inspections.
2. Acknowledgement that control will be exercised to obtain conformance with the construction documents approved by the building official.
3. Procedures for exercising control within the contractor’s organization.
4. Method and frequency of reporting; distribution of the reports.
5. Identification and qualifications of the person(s) exercising such control and their position(s) in the organization.

In addition to the responsibilities mentioned by the code, the contractor should:

1. Give adequate notice to the special inspector so the inspector is prepared to perform specific inspection tasks or tests.
2. Provide the special inspector with access to approved plans, including all changes and RFIs, pertaining to the inspections to be performed, on the job site.
3. Retain at the job site all discrepancy reports submitted by the special inspector and provide these records for review by the building department’s inspector upon request.
4. Provide access for the special inspector on the job site for inspection.

**Duties and Responsibilities of the Building Official**

The building official has the legal authority to enforce the special inspection provisions of the code. The employment of a special inspector or agency shall not relieve the building department of responsibility for jurisdictional inspections or overseeing structural observations as required by the code and stated in the statement of special inspections. Building department inspections of items also requiring special inspection should not be signed off without the concurrence of the special inspector. The building official gives or denies the final approval of the special inspection program.

**104.4 Inspections.** The building official shall make all of the required inspections, or the building official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.
The specific duties and responsibilities of the building official relating to special inspection include the following:

- Review of submittal documents for compliance with special inspection requirements. The building official is charged with the legal authority to review the plans and specifications pertaining to work and materials.
- Checking special inspection programs and other submittal documents for compliance with code requirements.
- Approval of materials in accordance with Sections 104.9 and 104.11.
- Approval of fabricator(s) used for building components installed on-site (Section 1704.2.5.1).
- Approval of the special inspection program. The building official is responsible for approving the special inspection program, in the form of a statement of special inspections included in the construction documents, submitted by the RDP in responsible charge. (Section 107.3.1).
- Approval of special inspectors and inspection agencies (Section 1703.1). Review qualifications and determine competence of the special inspectors for the types of work they will be inspecting. Require special inspectors and inspection agencies to notify the building department of each permit they do work on.
Review of special inspection work with owner, RDP in responsible charge and contractor.

Review of project documents and special inspection work with special inspection agency or special inspector.

Requiring a preconstruction conference, if needed, to review the program with all applicable members of the construction team.

Monitoring/auditing special inspection activities at the job site to assure that qualified special inspectors are performing their duties when work requiring special inspection is in progress.

Withholding approval to proceed or cover current work when discrepancies have not been resolved.

Issuing stop work orders when all other efforts have failed. The building official is recognized as having the authority to stop work at the job site (Section 115). The special inspector does not have this authority. Stop work orders are issued as a last resort when discrepancies have not been resolved and all other recourse has been explored by the building official.

Performing regular inspections at the job site as required by code (Section 110).

Giving approval to proceed. There are certain points of completion where work shall not proceed until approval by the building official has been given. The building official receives and reviews special inspection progress reports and final reports for conformance with the statement of special inspections, approved plans, specifications and workmanship provisions of the code (Section 110.6).

Review of special inspection reports (Section 1704.2.4). The building official should not perform the final inspection and issue a certificate of occupancy for a project until the final special inspection report has been reviewed and approved.
• Issuing final acceptance/certificate of occupancy (Section 111)

Preconstruction Meeting

A preconstruction conference may be required prior to the start of major projects and will be initiated by the general contractor, or in a few jurisdictions by the building official, and conducted by the registered design professional. This conference is useful in achieving cooperation, coordination and cohesion among all parties involved with the project. Participants are provided with an outline of all required actions and documentation, including responsibilities of each participant. Any pertinent issues that may pose a challenge to special inspections or the building process should be addressed. A plan can then be developed with the project superintendent and subcontractors to identify hold points in the project, where work should not proceed until the required special inspections have been carried out after which the building department inspects and gives permission to continue.

The parties that should attend the preconstruction meeting are:

• Registered design professional in responsible charge.
• Additional RDPs involved with writing the statement of special inspections.
• All special inspectors assigned to the project.
• Project superintendent.
• Building department.
• Quality assurance agencies involved in the project.
• Representatives of all subcontractors and material suppliers.
• Fire department.
• Sanitation district.
• Public works.
• Regional flood control.
• Any utility company involved.